

University of Wisconsin - Extension
Department of Family Development

Bylaws
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Department of Family Development Bylaws

1.00 Department Structure

- 1.01 **Department Defined:** The academic Department of Family Development is comprised of UW-Extension faculty who profess expertise in the discipline of family development, which is concerned with the growth, and development of individuals and families.
- 1.02 **Department Faculty Members:** The members of this department shall be UW-Extension faculty who profess expertise in the discipline area of family development and who hold appointments of one-half time or more in the University of Wisconsin-Extension, Cooperative Extension. This department includes county, multi-county and statewide faculty who program through a variety of functional units in UW-Extension. All faculty holding membership in this department shall have the right to vote or participate otherwise in department meetings when consistent with committee duties and responsibilities.
- 1.03 **Department Faculty Functions:** The immediate governance of the department is vested in its department faculty which has jurisdiction over all academic interests of the department, including authority to determine all department questions that are not vested in the department Executive Committee by 1.05. The members of this department shall be responsible for program development, teaching, evaluation, applied research, problem solving and scholarship.

It is the responsibility of the department to:

- (1) Recommend the rank of faculty appointed to the department (See Appendices C, Guidelines for Submitting Nominations for Promotion to Assistant Professor; D, Guidelines for Submitting Nominations for Promotion to Associate Professor; or E, Guidelines for Submitting Nominations for Professor and Articles of Faculty Governance, Appendix I.)
 - (2) Recommend the promotion of faculty members (See Appendices C, D or E.)
 - (3) Conduct Tenured Faculty Review (See Appendix G, Guidelines for Submitting Tenured Faculty Review.)
 - (4) Provide mentor support or assistance to every probationary faculty member in the department. (See Appendix H: Department of Family Development, Roles and Responsibilities of Faculty Mentoring Teams.)
- 1.04 **Department Executive Committee: Membership**
- (1) This department shall have an executive committee consisting of members of the department who hold appointments of one half time or more and who are Associate Professors or Professors.
 - (2) Members of the Executive Committee who are on leave may participate in its decisions insofar as participation is feasible in the judgment of the Executive Committee.
- 1.05 **Department Executive Committee Functions:**
- (1) The Executive Committee has authority to make recommendations concerning appointments, promotions, and criteria for performance evaluation of the members in this department.
 - (2) The Executive Committee delegates authority to recommend appointment in the department at either Instructor or Assistant Professor Probationary to the Department Chair. These recommendations are transmitted from the Department Chair to the Dean.

- (3) The Executive Committee delegates authority to recommend promotion to Assistant Professor Probationary and Associate Professor with tenure to the Standards, Rank and Promotion Committee. The Standards, Rank and Promotion Committee shall review all probationary faculty who are eligible as defined in Department of Family Development Appendices C, Guidelines for Submitting Nominations for Promotion to Assistant Professor; D, Guidelines for Submitting Nominations to Associate Professor; Articles of Faculty Governance Appendix I and who apply for promotion to Assistant Professor Probationary or Associate Professor with tenure. These recommendations are transmitted through the Department Chair to the Dean.
- (4) The Executive Committee delegates authority to the Tenured Faculty Review Committee to perform reviews of designated tenured faculty members and send to the Department Chair a written summary of each review.
- (5) The Executive Committee shall annually delegate to the Committee of Professors the authority to designate eligibility and make recommendations for promotions to the rank of Professor. These recommendations are transmitted through the Department Chair to the Dean.

1.06 Department Chair Selection:

- (1) All members of this department, as defined in Sec. 1.02 may express a preference for Chair by February 15 of each year to the Vice Chair Committee. The committee will prepare a slate of eligible faculty members who are either Associate Professors or Professors. After obtaining permission from nominated faculty members, conduct the election at the annual meeting or by any other appropriate balloting process. The Department Chair shall transmit results of the advisory ballot to the Dean by March 1 per UW-Extension Article 3. A voting member of the department who is on leave is eligible to participate in this balloting but not by proxy.
- (2) If the Chair is unable to complete the term of office, an election will be held within two months.
- (3) After considering the advisory ballot and following consultation with the Chancellor, the Dean appoints a Chair from among the Professors and Associate Professors of the department.
- (4) The term of office of the department chair shall be for one year, effective July 1. There is no limit to the number of terms that may be served.

1.07 Department Chair Responsibilities: The Chair shall act as the executive of the department, with responsibilities including, but not limited to the following:

- (1) In matters affecting the department as a whole, the Chair serves as the official channel of communication between the Dean, the Chancellor and other University departments and officials.
- (2) Calls meetings of the department members and of the Executive Committee, and presides over the meetings. A meeting shall be called at the request of at least 20 percent of the members of the department.
- (3) Has charge of all official correspondence of the department.
- (4) Determines that all necessary records of programming, peer review, teaching, research and other official materials of the department are properly kept and accessible to the proper authorities and to the University archives under any restriction of use that may be appropriate or desirable.
- (5) Reports to the Dean regarding the activities and needs of the department.

- (6) Takes action in case of emergency, pending a meeting of the department Executive Committee.
- (7) Appoints ad hoc committees subject to the recommendations of the department members and appoints members to ad hoc committees.
- (8) Subject to recommendations by the Vice Chair Committee, fills vacancies in all standing or ad hoc committees.
- (9) Appoints a secretary.
- (10) Appoints parliamentarian for meetings.
- (11) Delegates the responsibility for a mentor or mentoring team for new department members to the Vice Chairs Committee (See Appendix H: Department of Family Development, Roles and Responsibilities of Faculty Mentoring Teams.)
- (12) Serves as an ex officio non-voting member of all department committees except for Executive Committee where the Department Chair is a voting member.
- (13) Notifies candidates who are eligible for rank change and/or tenure.
- (14) After review of credentials, determines and assigns non-tenure rank to new faculty. For tenure rank, requests a recommendation from the appropriate department committee, either the Committee of Professors, the Standards, Rank and Promotion or the Executive Committee.
- (15) The Department Chair shall request letters of recommendation for each candidate from the appropriate district director for county faculty or statewide program area leader for state faculty as well as from persons recommended by the candidate. These letters of recommendation shall be sent by the Department Chair to the Standards, Rank and Promotion Committee members as part of the promotion materials review process.
- (16) The Chair of the Committee of Professors will serve as the Department Chair designee when the Chair is on leave until the Chair returns or the Dean as per Section 1.06 (3) appoints a new Chair.

1.08 Department Secretary Selection:

- (1) The Secretary shall be selected from those members serving on the Executive Committee.
- (2) The Secretary shall be an annual appointment of the Department Chair. The term of office is July 1 - June 30.

1.09 Department Secretary Responsibilities: The responsibilities of the Secretary shall include, but not be limited to the following:

- (1) Records minutes at all department member and Executive Committee meetings.
- (2) Forwards a copy of minutes to the Department Chair within 30 days following the meeting.
- (3) Sends copies of minutes to all members and sends copies of Executive Committee minutes to all Executive Committee members and to all Vice Chairs.
- (4) Keeps a record of all department and Executive Committee meetings and of reports of all committees.

1.10 Meetings: All department meetings shall be conducted as follows:

- (1) In accordance with the Wisconsin Open Meeting Law, (URL address for State Statute 19.85) all department meetings shall provide meeting notices which will apprise interested persons and news media who have filed written request for such notice.
- (2) The department shall have a minimum of two membership meetings each year. The meetings may be face to face or via electronic communication methods.
- (3) Meetings will be held in open session, except when held in closed session in accordance with the Wisconsin Open Meeting Law. (URL address State Statute 19.85)
- (4) In an open session, voting may be conducted by voice vote, a show-of-hands vote or by signed and dated ballots. The minutes must show the results of the vote but not the vote of the individual members, unless one member of the committee requests that a roll call vote be taken.
- (5) In a closed session, it is the policy of the UW-Extension that the vote must be recorded. Ballots showing the vote of a committee member must be signed by the committee member and dated. The Chair or Secretary of the committee should be responsible for collecting, recording, reporting and filing the vote. Ballots must be placed in a sealed envelope and retained in the committee's files. Minutes of the meeting will show only the results of the vote.
- (6) A quorum for meetings of the department shall consist of a majority of the members.
- (7) A quorum for meetings of the Executive Committee or Committee of Professors shall consist of a majority of the members.
- (8) A quorum for meetings of all department committees shall consist of a majority of the committee members.
- (9) Proceedings shall be governed by Robert's Rules of Order, Newly Revised.

1.11 Amending Bylaws and Appendices

- (1) Amendments to the department bylaws may be recommended by a member through a department committee.
- (2) All members of the Department of Family Development will be notified in print or electronic form of pending by-law changes 30 days preceding the meeting at which amendments are to be voted upon.
- (3) The Chair of any department committee will present the proposed amendment(s) at a meeting of the department for approval.
- (4) To amend the by-laws the proposed amendment(s) must secure two-thirds of the members voting at a meeting where quorum has been met.
- (5) The process of revision and adoption of department bylaws includes review and concurrence by the Chancellor or designee.
- (6) Changes to the department appendices may be recommended by a member through a department committee.
- (7) All members of the Department of Family Development will be notified in print or electronic form of the

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pending appendix change(s) 10 days preceding the meeting at which the change(s) are to be voted upon.

- (8) The Chair of any department committee will present the proposed appendix change(s) at a meeting of the department for approval.
- (9) To amend the appendices the proposed change(s) must secure a majority vote the members voting at the meeting where quorum has been met.

2.00 COMMITTEES

2.01 Committees Defined:

- (1) Standing committees are permanent committees authorized by these bylaws and report to the Department Chair and/or the Executive Committee.
- (2) Committee of Professors shall consist of seven (7) tenured faculty members who hold the rank of Professor and have been elected by department members holding the rank of Professor.
- (3) Ad hoc committees are committees appointed by, and report to the Department Chair, the Department members and/or the Executive Committee for a specific purpose and for a limited period of time.

2.02 Standing Committee Identification: The Department shall have the following standing committees:

- (1) Vice Chair
- (2) Standards, Rank and Promotion
- (3) Research and Studies
- (4) Tenured Faculty Review

2.03 Committee Membership:

- (1) All department members are eligible for membership on committees (except the Standards, Rank and Promotion Committee, Tenured Faculty Review Committee and Committee of Professors).
- (2) It is recommended that Department members serve on one standing committee at a time.
- (3) Department members serving on faculty senate, university committee and faculty tenure advisory committee may not serve on standing committees. Department members may not serve on the Faculty Tenure Advisory Committee and the Department Standards, Rank and Promotion Committee simultaneously.
- (4) Professors may serve on the Committee of Professors and one standing committee.
- (5) Standing committees may consist of a representative of each UW-Extension Cooperative Extension Administrative District. Those Department members located on UW Campuses will be included in the Administrative District in which they are assigned or where their office is located.

2.04 Standing Committees Election:

- (1) The Vice Chair Committee, after soliciting nominations, shall prepare a slate of nominees for each position available for each of the standing committees. The ballot shall be sent in electronic or print form by the Vice Chair Committee at the same time as the final advisory ballot for the Department Chair is sent. Election to standing committees shall be completed by March 1.
- (2) Election of committee membership for each of the four standing committees in the department is for a period of three years. A rotation system has been developed. (See Appendix A, Rotation for Election.)

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- (3) Members may succeed themselves unless specified otherwise.
- (4) Should a standing committee member leave the department, the Department Chair shall appoint the candidate with the next highest votes to serve the remainder of the term. Should the member with the next highest number of votes be unable to serve, the Department Chair shall appoint another eligible member.

2.05 Terms of Committee Membership

Unless otherwise specified, committee members shall begin their duties on July 1 following their election. The initial meeting shall be called prior to August 1 by the previous year's Chair or a designated member of the Executive Committee. Each committee, at its first meeting, will elect its own Chair and Secretary.

2.06 Committee Reports and Records:

- (1) Standing committees and the Committee of Professors shall report to the members annually or at any time and in such form as requested by the Department Chair or Executive Committee.
- (2) Ad hoc committees are invited to report to the Department Chair or members at any time or as charged, and in such a form as requested by the Department Chair or Executive Committee.
- (3) A copy of all committee reports shall be filed with the Department Secretary.
- (4) All committee records and reports are official University records, and they may not be destroyed or discarded without the consent of the University archivist. The Department Chair shall transfer all material to the University archives under any restriction of use that may be appropriate or desirable.

2.07 Committee of Professors: The Committee of Professors shall consist of seven (7) tenured faculty members who hold the rank of Professor and have been elected by department members holding the rank of Professor. If there are less than seven (7) Professors in the Department, all tenured faculty members holding the rank of Professor shall serve on the Committee of Professors. In the case of a vacancy, the Department Chair shall appoint a department member holding the rank of Professor to complete the remaining term.

- (1) Responsibilities
 - (a) The Committee of Professors, with the assistance of the Department Chair, shall identify eligible members for promotion to Professor.
 - (b) Committee members, in addition to other Professors in the Department, may serve as a mentor to the Department members who are eligible for promotion to Professors.
 - (c) The committee shall use criteria for evaluating promotion materials as set forth in University of Wisconsin-Extension Articles of Faculty Governance Appendix I, and Department of Family Development, Appendices, E 1, 2, 3 and 4.
 - (d) After evaluating promotion materials, the Committee will approve/deny candidate's promotion and submit a letter to Department Chair.
 - (e) The Committee shall review requests for transfer into the Department as forwarded to them by the Department Chair.
- (2) Method of Election
 - (a) Department members holding the rank of Professor and an active faculty appointment are eligible to serve on the Professor Committee. Eligible nominees will be obtained by the Vice Chair Committee.

- (b) Committee term is for two years. Three members will be elected in the odd-numbered years. Four members will be elected in the even-numbered years.

2.08 Vice Chair Committee

- (1) Membership
The Vice Chair Committee shall consist of six members, one from each UW-Extension, Cooperative Extension Administrative District.
- (2) Responsibilities:
 - (a) Serve as a communication link between the Department Chair and department members at the UW-Extension Cooperative Extension Administrative District level.
 - (b) Meet with Department Chair to discuss department policy matters and positions.
 - (c) Conduct department business with district members.
 - (d) Recruit nominees for Department Chair advisory ballot and for all elected positions, presenting at least one candidate for each position to be filled. After all nominations are received, the committee shall prepare a ballot to be distributed to all voting members of the department. Results of such elections shall be given to the Department Chair.
 - (e) Encourage department member participation in the peer review process. (See Appendix B1 and B2.)
 - (f) Assist probationary faculty members in identifying their mentoring team. (See Appendix H: Department of Family Development, Roles and Responsibilities of Mentor Teams.)

2.09 Standards, Rank and Promotion Committee

- (1) Membership: The Standards, Rank and Promotion Committee shall consist of 7 members, 1 at large and 1 from each of the six UW-Extension Cooperative Extension Administrative Districts. If for some reason one district is unable to obtain a department representative for SRP, the Vice-Chairs-Committee would seek another at-large candidate. The ideal is to have one representative from each district. Department members may not serve on the Faculty Tenure Advisory Committee and the Department Standards, Rank and Promotion Committee simultaneously.
- (2) Responsibilities
 - (a) The Standards, Rank and Promotion Committee, with the assistance of the Department Chair, shall identify eligible members for promotion, rank change, and/or tenure, with the exception of those eligible for Professor. (See Sec. 1.05 (3).)
 - (b) Individual committee members shall be available to counsel department members who are eligible for promotion, rank change, and/or tenure.
 - (c) The Committee shall use criteria for evaluating promotion materials as set forth in University of Wisconsin-Extension Faculty Governance Appendix I plus Department of Family Development Appendices C 1, 2 and 3 and D 1 and 2.
 - (d) The Committee shall review promotion materials, recommend approval or rejection of tenure and submit a report to the Department Chair. The Committee report shall include the vote result.
 - (e) The Committee, upon request of the Department Chair or Executive Committee shall review documentation and make recommendation for transfer into the department and for Emeritus Status.

- (3) Process
 - (a) Promotion materials and letters of recommendation of candidates recommended for tenure shall be submitted to the Dean by the Department Chair or designee.
 - (b) An extension of a candidate's tenure timeline may be granted in accordance with UWEX Faculty Policies and Procedures, Chapter 3, Section 3.08.
 - (c) The promotion materials of candidates denied in any step of the process shall be returned with the exception of one copy.
- (4) Reconsideration

The faculty member may request in writing reconsideration on the grounds that the procedures followed were improper or that factors relevant to the decision were not properly considered. The process for reconsideration of a department tenure decision is described in UWEX Faculty Policies and Procedures, Chapter UWEX 3, Section 3.12.

2.10 Research and Studies Committee (See Appendices F 1 and 2)

- (1) Membership: The Research and Studies Committee will consist of six members, one member from each UW-Extension Cooperative Extension Administrative Districts. If for some reason one district is unable to obtain a department representative for a committee, the Vice Chair Committee would seek an at-large candidate. The ideal is to have one representative from each district.
- (2) Responsibilities
 - (a) Encourage members of the department to author or co-author professional papers for publication by the department.
 - (b) Develop procedures to be used by members in preparing publications and sharing other scholarly work.
 - (c) Develop criteria for publications submitted by members.
 - (d) The Chair of the Research and Studies Committee shall be responsible for posting publications on the Department of Family Development website.
 - (e) The committee may request a statewide department meeting to allow the author(s) to discuss the paper and its implications.
 - (f) Department members under normal circumstances cannot copyright material in their name. Those members who decide their work should be copyrighted can do so under the name of "The Board of Regents-UW-Systems."

2.11 Tenured Faculty Review Committee

- (1) Membership: The Tenured Faculty Review Committee shall consist of five tenured faculty members, one member from each of the three senate districts, one member at-large and one from the Committee of Professors.
- (2) Method of Election (See Appendix A)
 - (a) All Executive Committee members are eligible to serve on this committee. It is recommended that eligible nominees be obtained by the Vice Chair Committee from the paired administrative district that does not have a faculty senate representative.
 - (b) For the member-at-large position, the Vice Chair Committee shall obtain candidates from the Executive Committee every three years.
 - (c) For the Professor position, the Vice Chair Committee shall obtain candidates from the Committee of Professors every three years.
 - (d) The Chair shall be elected for a one-year term by the Tenured Faculty Review Committee members at the first meeting of the new committee and assume the Chair position the following year.
 - (e) Members serving on the Tenured Faculty Review Committee during the year they are scheduled for review will be excused from committee proceedings during the time the committee determines the status of the member's review.
- (3) Responsibilities
 - (a) Represent the Executive Committee in matters of Tenured Faculty Review.
 - (b) Review tenured faculty once every five years. The review shall cover performance for the previous five years. A faculty member may request a new review after two years.
 - (c) The committee, in carrying out its responsibilities, will be guided by University of Wisconsin-Extension "Tenured Faculty Review Policy," UPG #12, 12.01 - 12.02 and Department of Family Development Appendix G, Guidelines for Submitting for Tenured Faculty Review.

3.00 Faculty Governance

3.01 Faculty Senate

- (1) Membership: There will be three (3) senators representing the department in the University of Wisconsin-Extension Faculty Senate, serving three year terms.
- (2) Method of Election
 - (a) All members in the department are eligible to serve on the Faculty Senate.
 - (b) The Vice Chair Committee will obtain eligible nominees from each paired senate district. A ballot will be prepared and distributed to all voting faculty at the same time standing committee representation and the Department Chair advisory ballot are distributed. (See Appendix A)
- (3) Responsibilities
 - (a) Each senator shall represent the academic department in the matters of governance as delegated to the University of Wisconsin-Extension Faculty Senate.
 - (b) Senators will report actions/deliberations of the University of Wisconsin Extension - Faculty Senate to the Department Chair and at all meetings of the department and the department Executive Committee.
 - (c) Each senator shall name an alternate from their paired senate district. The name of the alternate shall be reported to the Secretary of the Faculty within 15 days of election. The alternate will exercise the duties of the senator whenever the elected senator is unable to do so.

3.02 University Committee Member

- (1) Membership: There will be one (1) member of the department on the University of Wisconsin-Extension, University Committee serving a three-year term.
- (2) Method of Election
 - (a) All department members, except those currently serving on Faculty Senate, are eligible to serve on the University of Wisconsin-Extension University Committee.
 - (b) A ballot will be prepared by the Vice Chair Committee and distributed to all voting members at the same time standing committee representation and the Department Chair Advisory Ballot is distributed. (See Appendix A.)
- (3) Responsibilities
 - (a) Represent the department in the matters of governance as delegated to the University Committee.
 - (b) Report actions and/or deliberations of the University Committee to the Department Chair and at all meetings of the department and department Executive Committee.

3.03 Faculty Tenure Advisory Committee

- (1) Membership: There will be two (2) members of the department on the Faculty Tenure Advisory Committee each serving a three-year term.
- (2) Method of Election
 - (a) All faculty members from the Executive Committee are eligible to serve on the Faculty Tenure Advisory Committee. No faculty member shall serve on ~~a standing committee~~ the department Standards, Rank and Promotion Committee and as a member of the Faculty Tenure Advisory committee simultaneously.
 - (b) Ballot will be prepared and distributed by the vice chair committee to all voting faculty members at the same time standing committee representation and the Department Chair advisory ballot is distributed.
 - (c) A rotation system shall be established to provide for replacement of Faculty Tenure Advisory committee members of the department. (See Appendix A, Rotation of Election)
- (3) Responsibilities: To represent the department on the Faculty Tenure Advisory Committee which has the sole function of providing recommendations to the Dean on promotion of faculty in tenure and rank.

4.00 Entrance Into the Department

4.01 Faculty Designations

- (1) Faculty designations and minimum credential requirements in the department shall be based on degree(s) held and/or professional experience in Family Development related subject matter.
- (2) Instructor
 - (a) An M.S., M.A. or terminal degree, with at least one degree in a family development related field.
 - (b) Less than three years of Extension, community, adult or post-secondary education and/or experience relevant to job responsibilities.
 - (c) Evidence of professional competence.
 - (d) This rank does not carry tenure.
- (3) For faculty seeking promotion to the rank of Assistant Professor Probationary, see Appendix C 1, 2 and 3.
- (4) For faculty seeking promotion to the rank of Associate Professor see Appendix D 1 and 2, and University of Wisconsin-Extension Articles of Faculty Governance Appendix I.
- (5) For faculty seeking promotion to the rank of Professor see Appendix E.1, 2, 3 and 4.

5.00 Transfer Into The Department:

- 5.01 A faculty member may request transfer into the department from another University of Wisconsin-Extension Academic Department.
- (1) A transferring faculty member must meet the criteria for designated faculty rank established by the department.
 - (2) The transferring faculty must submit a letter of request for transfer and rank to the Department Chair. Accompanying the letter of request should be a copy of the last promotional materials used for rank and/or tenure, and two letters of recommendation (one letter from the current Department Chair and one from a Department of Family Development colleague endorsing the transfer).
 - (3) The Department Chair, upon receipt of the materials, shall forward a request for a recommendation to the Standards, Rank and Promotion Committee or the Committee of Professors. The Standard, Rank and Promotion Committee or the Committee of Professors may request further documentation. The Department Chair forwards the recommendation to the Dean.
 - (4) The Dean forwards a recommendation to the Chancellor.
 - (5) If transfer into the department is not recommended by the Standards, Rank and Promotion Committee or the Committee of Professors, the Department Chair may request review by the Executive Committee.

6.00 Status Within Department

6.01 Academic Staff

- (1) An academic staff UWEX colleague may be appointed to a tenure track faculty position in the Department of Family Development only when mutually agreed upon by the Dean and the Department.
- (2) Appointments made under this section will follow criteria in Department of Family Development bylaws 4.00 Entrance Into the Department.

6.02 Emeritus Status

Faculty members granted emeritus status enjoy certain rights and privileges.

Procedure for recommending Emeritus Status:

- (1) Department Chair notifies the Standards, Rank and Promotion Committee of the pending retirement or retirement of a department member.
- (2) Standards, Rank and Promotion Committee reviews credentials of retired department member considering the following criteria:
 - (a) Membership in the department for a minimum of five years.
 - (b) Holds tenure in the Department of Family Development.
 - (c) Continues to exemplify the standards appropriate to rank in teaching, programming and other professional contributions.
- (3) Standards, Rank and Promotion Committee votes on the recommendation within three months of the candidate's retirement date.
- (4) Following an affirmative vote, the Standards, Rank and Promotion Committee submits a letter of recommendation to the Department Chair stating criteria for Emeritus Status recommendation have been met citing faculty contributions of the candidate.
- (5) Department Chair sends a letter of recommendation to the Dean stating the criteria for Emeritus Status has been met citing faculty contributions of the candidate.

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